

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 06-58

POSITION TITLE/NUMBER: HR Assistant (Indefinite), 06-58, (PD No: N0279)

GRADE/PAY: GS-0203-07 \$35,116.00 - \$45,648.00 per annum

DUTY LOCATION: VAHR, Fort Pickett, VA

OPENING DATE: 5 May 2006 **CLOSING DATE:** 19 May 2006 (1700 hrs)

EMPLOYMENT STATUS: Non-Dual Status (Competitive-GWOT) Emergency Hire Personnel

WHO CAN APPLY: This is a non-dual status (competitive) indefinite position and does not require Guard membership. Applications will be accepted from all current non-dual status (competitive) personnel currently employed under the Emergency Hiring Authority.

Emergency Hire appointments may not exceed a maximum total of two years for an individual.

POINT OF CONTACT: CPT Robin Branch, (434) 298-6228/MAJ Deborah Hunt, (434) 298-6337

QUALIFICATION REQUIREMENTS:

GENERAL - Progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

SPECIALIZED - Work experience listed on the application must show at least one year equivalent to the GS-05 level of experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are not used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Knowledge of basic rules, regulations and policies which govern performance of the work.
2. Ability to communicate both orally and in writing.
3. Knowledge of government-wide rules, regulations, laws, and policies governing the type of transactions being dealt with.
4. Knowledge of automated system.

DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION N0279: Processes a wide range of human resources transactions related to recruitment and placement. Provides technical assistance in the area of recruitment and placement and classification. Participates in the execution of the merit placement/promotion program. Advises and provides procedural and technical guidance to managers, supervisors, and applicants on recruitment and placement, qualification requirements, merit promotion procedures, transfers, eligibility determinations, methods of recruitment, and initial employment. Reviews and verifies information on requests for vacancies to determine the nature of the staffing action required and to ensure correctness. Provides a variety of support for the classification specialist, such as compiling and tracking program indicators, maintaining records on surveys and position reviews, maintaining reference materials such as position classification and job grading standards, technician Personnel Regulations, organization charts, position descriptions, and evaluation statements, and monitoring timely

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implementation of classification releases. Conducts initial interviews and contacts applicants for dual status and non-dual status employment and furnishes information regarding vacancies and mandatory requirements for eligibility in the ARNG/ANG technician program.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@va.ngb.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>.

Nationwide vacancy announcements are available at <http://www.negard.com/jobs/Docs/statepoc.htm>.

TPVA 06-58

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer